



SPECIAL EVENT PERMIT APPLICATION

The City of Simi Valley has provided the attached application to facilitate orderly handling of special events. Please contact the City's Special Event Office at (805) 583-6736 if you have any questions or need any assistance with the application process.

Applications should be submitted 45 days before the event to ensure sufficient time for review.

The City will coordinate the review of the application by the following agencies, as applicable:

- Ventura County Fire Department
- Simi Valley Police Department
- Simi Valley Building & Safety Division
- Simi Valley Public Works Department
- Simi Valley Planning Division
- Simi Valley Code Enforcement Division
- Simi Valley Risk Manager
- Simi Valley Administrative Services Department
- Humane Society of Ventura
- American Medical Response (AMR) Ambulance Service

The City will also send notice of your event to the following agencies, but you will need to contact them directly to obtain any necessary permits:

- Ventura County Environmental Health Department, (805) 654-2431
- California Department of Alcoholic Beverage Control, (805) 289-0100

Any of the above agencies may contact you for additional information while reviewing your application. After each agency reviews the application, the City will provide a list of applicable rules, regulations, and conditions for the event. It is the applicant's responsibility to comply with all rules, regulations, and conditions and to obtain any necessary permits.

The Special Event Permit review fee for for-profit events is either \$275 (under 1,000 people and no special services requested) or \$745 (1,000 or more people, or special services requested). The fee is waived for non-profit organizations. Additional services, such as traffic control services and street closures, may result in additional fees for both non-profit and for-profit applicants.

Applicants may also incur fees from reviewing agencies. For example, if food will be served at the event, the Ventura County Environmental Health Department may require an inspection, to be paid for by the applicant.

Please send completed applications to the City via any one of the following methods:

- Option 1: Fax the application to (805) 583-6399.
- Option 2: Mail or hand-deliver the application to the Customer Services Counter at City Hall, 2929 Tapo Canyon Road, Simi Valley, CA 93063.
- Option 3: E-mail the application to specialevents@simivalley.org and then call the Special Event Office at (805) 583-6736 to verify it was received. Some E-mails with attachments may be blocked by spam filters.



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Please use the following checklist to ensure your Special Event Permit application is complete. If you have any questions about the checklist, need assistance in preparing any of the items, or are not sure if an item is required, please call the City's Special Event Office at (805) 583-6736.

REQUIRED ITEMS

- Special Event Permit Application Form:** Complete all questions and sign the Special Event Permit Application, available on the City's website at www.simivalley.org/SpecialEvents.
- Property Owner Permission:** Include a letter, E-mail, or permit granting the event organizer to use the property for the event. This item is not required if the event organizer owns the property where the event is taking place.
- Site Plan:** Include a map, aerial photo, or depiction of the event layout. Include a route map for all walk/run events. This item is not required if the event is taking place entirely indoors.
- Proof of Insurance:** Include proof of insurance as required by the City. The type of coverage will depend on the type and size of event. Additional information may be obtained on the City's website at www.simivalley.org/insurance or by calling the Risk Manager at (805) 583-6739.
- Hold Harmless and Indemnification Agreement:** Sign and include the Hold Harmless and Indemnification Agreement attached to the application.

ITEMS THAT MAY BE REQUIRED

- If you have vendors:** Submit a list of all vendors who will be operating at the event site at least seven days before the event. Include the business name, address, phone number, and the City of Simi Valley Business Tax Certificate number. Contact the Customer Services Division at (805) 583-6736 for more information.
- If you are serving food:** Contact the Ventura County Environmental Health Division at (805) 654-2431 to obtain necessary permits.
- If you are serving alcohol:** Contact the Department of Alcoholic Beverage Control at (805) 289-0100 to obtain necessary permits.
- If you require street/lane closures:** Submit a traffic barricade plan showing signage and traffic control devices being used for the closure(s). Contact the Simi Valley Police Department Traffic Unit at (805) 583-6990 for more information.

Application must be submitted to City at least 45 days prior to event



App. No. _____
(For Office Use Only)

SPECIAL EVENT PERMIT APPLICATION

Event Name: _____

Applicant/Organization Name: _____ Profit Non-Profit

Contact Name: _____ Phone: _____ E-mail: _____

Contact Address: _____

Date(s) of Special Event: _____ Hours: _____

Event Address/Location: _____

People Expected Per Day: _____ People for Entire Event: _____

Description of Event: _____

Parking Location: _____

(Attach sheets as needed)

Will food be served? Yes No

If yes, contact Ventura County Env. Health at (805) 654-2431

Will alcohol be served? Yes No

If yes, contact the Department of Alcoholic Beverage Control at (805) 289-0100 and Ventura County Environmental Health at (805) 654-2431

Will there be vendors? Yes No

Will there be amplified sound? Yes No

Will there be generators? Yes No

Will a public street be closed? Yes No

Will handicap parking spaces be blocked? Yes No

Will animals be present? Yes No If yes, type(s): _____

(Attach sheets as needed)

Will tents be used? Yes No If yes, size(s): _____

(Attach sheets as needed)

Where are restrooms provided? _____

(Attach sheets as needed)

Will there be signage? Yes No If yes, type(s) and location(s): _____

(Attach sheets as needed)

The undersigned states that the event will be operated in conformity with all applicable rules, regulations, and conditions. It is understood that all nuisances and non-compliance with conditions that are brought to the attention of the organizer when the event is in progress must be corrected immediately. If not, the appropriate authorities may cancel the event.

Signed: _____ Title: _____

Name: _____ Date: _____



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HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Event Sponsor agrees to defend, indemnify, and hold harmless the City of Simi Valley and its officials, officers, employees, agents, volunteers, and representatives from and against all claims, lawsuits, liabilities, or damages arising out of, in connection with, and/or relating in any manner to any act or omission of Event Sponsor, its agents, employees, and subcontractors of any tier, and employees thereof, in connection with the performance or nonperformance of activities authorized by this application.

Event Sponsor shall thoroughly investigate any and all claims, indemnify the City of Simi Valley, and do whatever is necessary to protect the City of Simi Valley and its officials, officers, employees, agents, volunteers, and representatives as to any such claims, lawsuits, liabilities, expenses, or damages. The City of Simi Valley shall be included as an additional insured in the Event Sponsor's liability insurance policies and endorsements.

Signature of Authorized Representative

Date

Name of Event

Event Sponsor/Applicant

